

**City of Carmel
Carmel Fire Department
2 Civic Square
Carmel, Indiana 46032**

FIREFIGHTER PRE-APPLICATION

TO: All Carmel Firefighter Applicants (PLEASE READ CAREFULLY)

The Carmel Fire Department is an Equal Opportunity Employer. The Department is interested in good citizens who are seeking a career in the fire service. From time to time the City will have openings for firefighters. The active pool of applicants will include all individuals who have submitted an application prior to the posted deadline and who meet the minimum qualifications for the position.

Beginning July 1, 2005, each applicant must pass the Candidate Physical Ability Test (CPAT) before applying to the Carmel Fire Department. **The applicant must maintain a current CPAT certification card at all times while on the department testing and eligibility list. A copy of the certification must be submitted with the pre-application.**

All applicants will be sent a letter (at the address listed on the application) advising them of a written examination session. The letter will indicate the date, location, and time of the exam. It will also include a brief explanation of the exam's content and procedure. All applicants desiring to participate in the examination will be required to pay a non-refundable fee of twenty dollars (\$20), which is a portion of the exam fee. The Carmel Fire Department will pay the remainder of the fee. Individuals who have a personal hardship and cannot afford the test fee may make alternative arrangements at the time of testing. Failure to appear for scheduled tests and/or appointments may result in disqualification.

Applicants who pass the written exam may then be scheduled for a structured interview. After the interview phase, the written exam and interview scores will be averaged together and the applicant's name will be placed on an eligibility list in the order of the applicant's score averages. Upon completion of the entry level testing process, selected applicants will be required to complete an in-depth personal history packet. The data provided in this packet will be used to conduct the background investigation phase of the hiring process. All applicants must give truthful answers to all questions. Any misrepresentation or omission of facts may disqualify the applicant from further consideration. During the investigative process applicants will be required to take a polygraph examination or Computer Voice Stress Analysis (CVSA). Areas of inquiry include, but are not limited to, criminal activity (including illegal drug use and theft), employment and driving history.

DUE TO THE SPECIAL DEMANDS OF A CAREER IN THE FIRE SERVICE, ALL APPLICANTS MUST MEET CERTAIN REQUIREMENTS. The following page lists the minimum requirements for firefighter applicants to the Carmel Fire Department.

MINIMUM REQUIREMENTS FOR CARMEL FIREFIGHTER APPLICANTS

1. Shall be a high school graduate or G.E.D. equivalent.
2. Shall possess a valid Indiana drivers license (or obtain one within 60 days of becoming an Indiana resident) and have no more than six (6) active points.
3. Shall be a US citizen.
4. Shall be at least 21 years of age, and under the age of 36.
5. Shall be drug-free, and have no convictions for driving under the influence of drugs.
6. Shall have no more than two (2) alcohol-related violations as a minor (18-21 years of age).
7. Shall not have a conviction for operating a vehicle while intoxicated (OWI), or operating a vehicle with a blood alcohol content (BAC) in excess of 0.10% within the past 5 years, and/or 0.08% since July 2001.
8. Shall have no felony convictions.
9. Shall have no convictions for any Class A misdemeanor.
10. Shall have no convictions for selected Class B misdemeanors (list attached). The final decision regarding disqualification in this area will be made by the Fire Chief.
11. Shall not have received other than an honorable discharge from the military, or other discharge with honorable conditions.
12. Shall reside in Hamilton County or a county adjacent to Hamilton County, or move to Hamilton County or adjacent county within 12 months of appointment.
13. Shall agree to become certified as an Emergency Medical Technician and Paramedic within 5 years of appointment.

If you meet these minimum standards and wish to apply, please fill out the three page pre-application COMPLETELY AND TRUTHFULLY and return it.

INCOMPLETE PRE-APPLICATIONS WILL NOT BE CONSIDERED.

CARMEL FIREFIGHTER PRE-APPLICATION

(PLEASE PRINT LEGIBLY OR TYPE)

NAME _____

Last First Middle

MAIDEN NAME (if applicable) _____ DATE _____

SOCIAL SECURITY NUMBER ____ - ____ - ____ DATE OF BIRTH _____

HOME PHONE () _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

CELLULAR PHONE: _____ PAGER: _____

DRIVERS LICENSE NUMBER _____ STATE _____ EXP DATE _____

CURRENT
EMPLOYER _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE () _____ POSITION HELD _____

DUTIES _____

PREVIOUS WORK EXPERIENCE

EDUCATION:

HIGH SCHOOL _____ CITY _____ ST _____

COLLEGE _____ CITY _____ ST _____

CREDIT HOURS _____ DEGREE ATTAINED _____

COLLEGE _____ CITY _____ ST _____

CREDIT HOURS _____ DEGREE ATTAINED _____

ADDITIONAL SCHOOLING, TRAINING AND/OR CERTIFICATIONS

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ____ YES ____ NO

HAVE YOU EVER BEEN ARRESTED FOR A FELONY? ____ YES ____ NO

IF YES, EXPLAIN

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR?

____ YES ____ NO

HAVE YOU EVER BEEN ARRESTED FOR A MISDEMEANOR?

____ YES ____ NO

IF YES, EXPLAIN _____

HAVE YOU EVER RECEIVED A TRAFFIC TICKET? (INCLUDE PARKING)

____ YES ____ NO

IF YES, EXPLAIN (INCLUDE DATE, LOCATION, CHARGE, FINE OR SENTENCE)

HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED/REVOKED?

____ YES ____ NO

IF YES, EXPLAIN _____

HAVE YOU EVER COMMITTED OR ASSISTED ANOTHER PERSON IN THE
CRIME OF MURDER, KIDNAPPING, RAPE, ROBBERY, BURGLARY, ARSON,
THEFT OR CONVERSION? ____ YES ____ NO

IF YES, EXPLAIN

HAVE YOU EVER PURCHASED OR SOLD ANYTHING YOU KNEW OR
SUSPECTED WAS STOLEN? ____ YES ____ NO

IF YES, EXPLAIN

HAVE YOU EVER POSSESSED, PURCHASED, SOLD OR DISTRIBUTED ANY
ILLEGAL DRUGS? ____ YES ____ NO

IF YES, EXPLAIN

HAVE YOU EVER USED AN ILLEGAL DRUG? ____ YES ____ NO
IF YES, EXPLAIN (INCLUDE DRUG USED AND WHEN LAST USED)

HAVE YOU EVER ABUSED A PRESCRIPTION DRUG? ____ YES ____ NO
IF YES, EXPLAIN

HAVE YOU EVER BEEN ARRESTED FOR AN ALCOHOL-RELATED
VIOLATION? (i.e., public intoxication, operating while intoxicated, illegal possession or
consumption of alcohol) ____ YES ____ NO

IF YES, EXPLAIN

HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN FROM A POSITION
OF EMPLOYMENT? ____ YES ____ NO

IF YES, EXPLAIN

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS PRE-APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT THE MISREPRESENTATION OR OMISSION OF FACTS IS CAUSE FOR REJECTION OF MY APPLICATION OR DISMISSAL AFTER APPOINTMENT. IF ANY OF THE INFORMATION PROVIDED IN THIS PRE-APPLICATION CHANGES, I UNDERSTAND THAT I AM RESPONSIBLE FOR PROMPTLY UPDATING THAT INFORMATION IN WRITING.

I AUTHORIZE THE CARMEL FIRE DEPARTMENT TO CONDUCT A PRE-APPLICATION BACKGROUND INVESTIGATION.

SIGNED: _____
DATE _____

PLEASE REMIT TO:

**APPLICATION PROCESS
CARMEL FIRE DEPARTMENT
2 CIVIC SQUARE
CARMEL, INDIANA 46032**

NOTE: ALL PRE-APPLICATIONS FOR THE NEXT TESTING DATE MUST BE TURNED IN BY DECEMBER 31ST OF 2007. FAILURE OF THE APPLICANT TO UPDATE ANY AND ALL INFORMATION ON THE APPLICATION, IF CHANGES OCCUR, MAY INVALIDATE THE APPLICATION DURING THE UPCOMING PROCESS.

A FAXED COPY OF THIS APPLICATION WILL NOT BE ACCEPTED.

**CARMEL FIRE DEPARTMENT
REQUEST FOR DATA**

Information on this form is requested for the sole purpose of evaluating the effectiveness of the City's recruiting programs. All information is provided on a voluntary basis, and will not be used in making employment decisions. Failure to complete this form will not affect your chances of being offered a position.

NAME:

POSITION APPLIED FOR:

HOW DID YOU LEARN OF THIS POSITION?

AGE: Are you age 21 or older? Yes _____ No _____

GENDER: Male _____ Female _____

CITIZENSHIP:

United States _____

or

Other Country _____

ETHNIC DATA (please check one):

_____ WHITE: (Not of Hispanic origin); Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ BLACK: (Not of Hispanic origin): Persons having origins in any of the Black racial groups of Africa.

_____ HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

_____ ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. (Includes China, Japan, Korea, the Philippine Islands and Samoa.)

_____ AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

_____ MULTI-RACIAL

VETERAN STATUS: Are you a disabled veteran (a person entitled to disability compensation for disability at 30% or more, or a person whose discharge from active duty was for a disability incurred or aggravated in the line of duty)? Yes _____ No _____

The following **CLASS B MISDEMEANORS** may be cause for disqualification. Convictions will be evaluated by the Fire Chief on a case-by-case basis.

1. Battery
2. Criminal Recklessness
3. False Crime Reporting
4. Disorderly Conduct
5. Unlawful Use of Police Radio
6. Possession of a Switchblade

7. Visiting a Common Nuisance
8. Public Intoxication
9. Reckless Driving
10. Furnishing Alcohol to a Minor
11. Speed Contest
12. Leaving the Scene of an Accident
13. Harassment
14. Criminal Mischief
15. Voyeurism
16. Unlawful Gambling
17. Provocation
18. Refusal to Aid an Officer
19. Obstructing an Emergency Medical Person
20. Interference with Jury Service
21. Interference with Witness Service
22. Unlawful Use of Communication Medium
23. Invasion of Privacy
24. Using or seeking to use a false, counterfeit or altered handgun carrying license to obtain a handgun contrary to the provisions of Regulation 35-47-2-8

-end-